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POLICY TITLE: FILLING A VACANCY ON THE BOARD
POLICY NUMBER: 2060

COMMITTEE APPROVAL DATE: 12/1/2025 **WRITTEN/REVISED BY**: T. BAKALY
BOARD APPROVAL DATE: 01/28/2026 **SUPERSEDES:** 11/20/2019

POLICY:

2060 It is the policy of the Beach Cities Health District ("District") to fill a vacancy on the Board of Directors by appointment or special election until the next election.

GUIDELINES:

2060.1 In accordance with the Local Health Care District Law and Section 1780 of the Government Code, the Board of Directors has the authority to fill a vacancy on the Board created by a director not completing his/her term of office.

2060.2 The Board also has the authority to hold a special election to fill a vacancy on the Board or appoint a new director. If the Board elects to appoint a new director, this must be completed within sixty (60) days of the notice of termination by the outgoing director. If the Board fails to fill the vacancy within this time frame, the Los Angeles County Board of Supervisors shall appoint a new director.

2060.3 The District's Bylaws (Article II, Section 4) dictate that vacancies on the Board shall be filled in accordance with Section 1780 of the Government Code of the State of California. No more than two members appointed by the remaining Directors shall serve at any one time.

2060.4 The District shall post public notices of a vacancy on the Board of Directors in three or more conspicuous locations within the District.

2060.5 At the first Regular or Special Board meeting following the properly noticed announcement of the vacancy, the Board shall vote on candidates nominated by the Board of Directors.

2060.6 Guidelines:

2060.6.1 The Board shall take action at a publicly noticed meeting to determine if the vacancy is to be filled by appointment or special election.

2060.6.2 If the vacancy is to be filled by appointment, the law requires that the appointment be made within 60 days after either the date on which the District is notified of the vacancy or the effective date of the vacancy, whichever is later.

2060.6.3 The law requires that a public notice be posted at least 15 days prior to the appointment of a new board member in three or more conspicuous locations within the District. It has been the policy of the District to post the notice at the Hermosa

Beach, Manhattan Beach and Redondo Beach City Halls as well as the bulletin board at the Beach Cities Health District Health Center. Although it is not required by law, the District also places a public notice in a newspaper of general circulation in the District and on the District website. A sample of the public notice is attached to this guideline. In addition, the District will send press releases to all local newspapers announcing the vacancy and the nomination process.

2060.6.4 An application, resumé, and two letters of recommendation, one for professional experience and one for community involvement, will be solicited from all applicants. Applicants are free to contact Board Members individually before the Board meeting to introduce themselves and to make a three-minute presentation at the Board meeting when it is considered.

2060.6.5 Board members may request copies of all applications for review and interview applicants as desired.

2060.6.6 Board action to appoint a new member is as follows:

2060.7 Nomination Process

2060.7.1 President opens the floor for nominations. Each board member may make only one nomination. A Roll Call Nominating System will be used. The order of nominations is determined by lot with the Chief Executive Officer picking the names of the Board members.

2060.7.2 Nominations need not be seconded.

2060.7.3 President entertains a motion to close the nominations.

2060.7.4 Motion is seconded.

2060.7.5 Discussion and vote on the motion to close nominations.

2060.7.6 President opens the floor for discussion on the nominations.

2060.8 Voting Process

2060.8.1 President calls for vote for each nominee in the order they have been nominated. Each Board member casts one or two votes with not more than one vote per nominee.

2060.8.2 After the votes are counted, the President announces results of the vote. Any nominee who receives a majority vote of the Directors is appointed.

2060.9 If no nominee receives a majority of the votes present, the nominee(s) with the least number of votes is/are eliminated and the vote begins again. If there is no clear nominee to eliminate, the President will entertain a motion to reopen the nominations and Board

Members may withdraw their original nomination and may submit a new nominee. This motion should be seconded, and if passed, repeat 2060.7 and 2060.8 until a nominee is elected.

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PUBLIC NOTICE

Pursuant to Government Code Section 1780, notice is hereby given that effective (date) there exists a vacancy on the Board of Directors of the Beach Cities Health District, a local governmental entity. Pursuant to California law, the remaining District Board members may fill the vacancy by appointment or by holding a special election.